

*The*  
*Dental Assistant*



4 • NOVEMBER - DECEMBER, 1935 • NUMBER 11-12

## AMERICAN DENTAL ASSOCIATION

### COUNCIL ON DENTAL THERAPEUTICS

**A** CCEPTED DENTAL REMEDIES, 1934, which was the first attempt on the part of organized dentistry to set forth rational and unbiased information concerning the use of official drugs and listing acceptable non-official dental remedies, was warmly received by dentists, teachers and manufacturers. Many dentists who sent in their orders after the book was no longer being printed were disappointed in not having their order filled.

Accepted Dental Remedies, 1935, is a list of official drugs useful in dentistry, and non-official preparations which have been declared acceptable to the Council on Dental Therapeutics. In addition, the book contains a therapeutic index, a list of weights and measures, a pharmaceutical index, a list of poisons and antidotes of interest to dentists, and a bibliographical index to the reports of the Council on unacceptable products, as well as the rules which govern the Council in the consideration of products. The first edition of Accepted Dental Remedies has been thoroughly revised, particularly those chapters relating to local anesthetics, calcium compounds, dentifrices and cod liver oil and related compounds. Chapters on mouth washes, denture cleaners and denture adherent powders have been added to the book. A section with formulas has been added. This formulary contains, among other information, formulas for overcoming mouth odors, cavity rinsing and sterilization, pulp capping, cavity varnishes, mouth washes, topical anesthetics, drugs for pre- and postoperative medication, and socket pastes.

The Journal of the American College of Dentists, in its review of Accepted Dental Remedies, 1934, stated: "Money can be saved, and disappointments or distress avoided, when new advertising material is read or received, by ascertaining whether 'the product' is listed in Accepted Dental Remedies, or if not, whether it has lately been approved by the Council; and if neither—by buying none of it. Accepted Dental Remedies is the first comprehensive, authoritative, and disinterested compilation of its kind. 'If you find it in Accepted Dental Remedies, you may depend upon what is said for it'—and 'if you don't find it in Accepted Dental Remedies, don't use it'—will become, we believe, two generally accepted dental reliances."

Copies of the book may be obtained by sending one dollar (\$1.00) and your name and address to the Council on Dental Therapeutics, 212 East Superior Street, Chicago.



## AMERICAN DENTAL ASSOCIATION COUNCIL ON DENTAL THERAPEUTICS

**A**CCCEPTED DENTAL REMEDIES, 1934, which was the first attempt on the part of organized dentistry to set forth rational and unbiased information concerning the use of official drugs and listing acceptable non-official dental remedies, was warmly received by dentists, teachers and manufacturers. Many dentists who sent in their orders after the book was no longer being printed were disappointed in not having their order filled.

Accepted Dental Remedies, 1935, is a list of official drugs useful in dentistry, and non-official preparations which have been declared acceptable to the Council on Dental Therapeutics. In addition, the book contains a therapeutic index, a list of weights and measures, a pharmacologic index, a list of poisons and antidotes of interest to dentists, and a bibliographical index to the reports of the Council on unacceptable products, as well as the rules which govern the Council in the consideration of products. The first edition of Accepted Dental Remedies has been thoroughly revised, particularly those chapters relating to local anesthetics, calcium compounds, dentifrices and cod liver oil and related compounds. Chapters on mouth washes, denture cleaners and denture adherent powders have been added to the book. A section with formulas has been added. This formulary contains, among other information, formulas for overcoming mouth odors, cavity rinsing and sterilization, pulp capping, cavity varnishes, mouth washes, topical anesthetics, drugs for pre- and postoperative medication, and socket pastes.

The Journal of the American College of Dentists, in its review of Accepted Dental Remedies, 1934, stated: "Money can be saved, and disappointments or distress avoided, when new advertising material is read or received, by ascertaining whether 'the product' is listed in Accepted Dental Remedies, or if not, whether it has lately been approved by the Council; and if neither—by buying none of it. Accepted Dental Remedies is the first comprehensive, authoritative, and disinterested compilation of its kind. 'If you find it in Accepted Dental Remedies, you may depend upon what is said for it'—and 'if you don't find it in Accepted Dental Remedies, don't use it'—will become, we believe, two generally accepted dental reliances."

Copies of the book may be obtained by sending one dollar (\$1.00) and your name and address to the Council on Dental Therapeutics, 212 East Superior Street, Chicago.

---

---

# The *Dental Assistant*

---

---

JULIETTE A. SOUTHARD, *Editor*  
311 Huntington Bldg.  
Miami, Fla.

KATHERINE CARR, *Manager*  
1838 West Harrison Street  
Chicago, Ill.

SUZANNE OLFSO, *Subscription Manager*  
4816 North Western Avenue  
Chicago, Ill.

FRANCES LUNDQUIST, *Advertising Manager*  
1925 W. Van Buren Street  
Chicago, Ill.

— *Contributing Editors* —

BARBARA BONNEMORT  
619 Dalziel Bldg.  
Oakland, Calif.

MARGUERITE WILLIAMS  
618 La Salle Bldg.  
Minneapolis, Minn.

MARIE SILAY SHAW  
810 Candler Bldg.  
Atlanta, Ga.

HARRIETT HAMANN  
1003 Selling Bldg.  
Portland, Oregon

MABEL BURR  
c/o Dr. Stillwell,  
Spring Lake, N. J.

Volume 4

NOVEMBER-DECEMBER, 1935

No. 11-12

## CONTENTS

"American Dental Association Council on Dental Therapeutics"

*Inside Front Cover*

"Our Dental Assistants Organization"—Santine M. Chiesa.....	122-124
"Building For Service"—Dr. T. A. Grant.....	124-125
"Secretarial Duties of a Dental Assistant"—C. Briscoe.....	126-128
"Practice Stimulation"—Katie McConnell .....	128-130
"Questions Used in the Topical Discussion"—E. V. Shoemaker...	131
"Naval Dental Assistants"—Mrs. J. A. Brown.....	132
"Talking It Over"—Edna M. Justice.....	133
"Editorial Department" .....	134-135
"This and That"—Ethel Whitenton.....	136
"Secretary's Corner"—Lucille L. Hodge .....	137
"Calendar of Meetings"—Vivian C. Sherman.....	138-140

To subscribers in the U. S. the price is \$1.00 a year, payable in advance. In Canada and Foreign countries \$1.50; single copies 20 cents. Send all subscriptions and inquiries regarding same to *Subscription Manager*.

Changes of addresses must be reported to the *Subscription Manager* promptly in order to assure continued receipt of issues. Please notify her by the 10th of the month if the Journal fails to reach you, in order that reason may be traced promptly. Thanks!

## OUR DENTAL ASSISTANTS ORGANIZATION

By SANTINE M. CHIESA, DES MOINES, IOWA, *President of the Iowa State D. A. Assn.*  
*Presented before the 18th Annual Meeting of the Nebraska D. A. Assn.,*  
 May 22nd, 1935, Omaha, Nebr.

**H**AVE you ever paused a moment to consider, what is an organization? Let us analyze the word, organization. It is defined as an organic structure, or composed of organs. The word "organize" comes from the Latin, "organum," meaning implement or instrument, which implies fulfillment or accomplishment. In the Greek language it signifies work. An organization then, is an arrangement of interdependent parts, or individual members, each bearing a most important relation with regard to the whole. It is therefore quite essential, in our dental assistants' organization, that each individual member find her part to play, and play it. The group idea is that the intelligence of a group is greater than that of any one individual, but there should be unity of purpose, and unity of action. To properly acquire this spirit of team-work, each member should feel her part as important as any other.

There are innumerable organizations for every conceivable purpose, athletics, sewing, literary, dramatic, gardening, etc. Is it any wonder, that we should be so vitally interested in one pertaining to the profession in which we serve as dental assistants? Through organization, much can be accomplished, as there is inspiration and opportunity for real service in numbers, and every dental assistants' association which helps its members to be the best kind of assistants, is useful to the dental profession. It seems hardly necessary to state that one of the most essential requirements is a purpose, ideal, or aim, which must be both specific and worthy. If it lacks a motive, the organization rarely functions except as a social group. The program should be full, and well balanced, keeping in mind the primary purpose,

or objective. It is wise to choose subjects of general interest and information to the entire group, taking care that the material be not too technical or scientific. It should neither be too weighty and serious, nor too frivolous and worthless. Variety will always bring interest, with the results that members will be alert, attendance at a standard, and the study will develop into an activity. Intelligent planning of meetings is a basic part of sound organization. Unless a meeting is directed toward the main purpose or objective, it is a waste of time, as well as a resistance to future meetings. In other words, a meeting simply for the sake of a meeting, is worse than useless.

Each group should affiliate and cooperate with related state and national organizations, the larger units working for the proper development of the local units. Every situation has its special needs and problems, and each group must be the doctor of their own organization. However, there is something universal in the nature of girls, even though no two in the world are created alike, and plans which have proven successful in one society, will often be of great use to another. If effective service is the motive, and the idea remains paramount, the organization will not die. It will live and grow. Success usually comes gradually, not by leaps and bounds, and any work which has for its ultimate aim, the development of the highest and best traits of character in individuals, is certain to be filled with difficulties. These discouraging influences are merely stepping stones to progress. The necessity for leadership is evident. When times of stress and disagreement enter into the life of an association, members will often look instinctively toward a fair and

impartial leader, to make the necessary decisions and restore harmony. A tactful leader can frequently hold an organization together; when without her, the organization might have suddenly ended its existence. Every leader should have strength, courage, and faith that her problems can be solved. The questions which she is trying to solve, have puzzled many others. In the experience of others, she can learn and adopt much for her own organization. She should constantly employ infinite tact and diplomacy. She should use good judgment in seeing that the program is accepted wholeheartedly by all members, realizing that a compromise with full force of the entire association behind the program is preferable to an ideal plan without full support. A leader should possess integrity in which there is self-forgetfulness, love in which there is tolerance for humanity, intelligence in which there is discrimination between the important and unimportant, and courage in which there is no count of self in the desire to do the thing worth while.

The success of any organization depends on the hearty cooperation of the members. We are prone to give credit to a plan. It is not the plan, but the individuals behind that plan, that are responsible for the success. If it were the plan, all we would have to do would be to choose a plan, and imitate it. The most practical method of acquiring knowledge and skill is by doing. Ambition makes us strive for success, but we should be ambitious for accomplishment rather than position. The members of an organization should endeavor to maintain a wholesome program. They should not allow personalities, factual issues, grudges, and other disagreeable factors to enter, but should place personal feelings aside, for the good of all. Gossip causes more trouble than anything in life. This also applies to discussion outside of the meeting. The members should aim their entire pro-

gram toward construction, and not destruction, without the ability to replace. They should build both for individual and group character growth. Lincoln said, "A house divided against itself must fall." If the members of an association spend their time in quarreling, it means a divided house, and the organization must suffer. Therefore, let us set a good example. It takes two to make a quarrel. Whenever anger is present, let us not be one of the two, but let us remember that "a soft answer turneth away wrath." The law of compensation which says, "you pay for that which you receive, and you receive that for which you pay," is not new, but centuries old. Ages ago, it was expressed by "Whatsoever a man soweth, that shall he also reap." Were this rule not true, it would not have endured the test of time. If we are unkind, suspicious, and looking for evil motives in others, we will receive similar treatment in return, but if we show consideration and cultivate respect, we will not only be repaid in a like manner, but also in the satisfaction of knowing that we are doing the correct thing. Virtue is its own reward, and it does not matter whether or not the person to whom you have rendered a kindness appreciate it, you will be benefited, and receive happiness from your own act. At best, life is short, and happiness, health, and love, is all that we really obtain from it. Money cannot purchase these. Therefore, let us not act on impulses, but learn to cultivate poise, and calmness, and to think, before we speak. We should also practice careful thought before writing, as when expressed on paper, thoughts have a totally different sound. If we receive an unpleasant letter, we should not answer it immediately, but take time to think it over carefully. Should our temper be taxed to the limit, and we cannot calm ourselves, we may write the reply, fully expressing ourselves, but we should allow the letter to remain on the desk, for several hours. In the meantime, we will

have been thinking, and our attitude will be completely changed.

Upon these little, but mighty principles, which we should all practice in the daily ordinary events of life, as well as in our work as assistants, depends the success of our dental assistants' organizations. Let us, therefore, again review the law of compensation. When we ask ourselves, "what does my organization do for me?" let us in turn, ask ourselves, "what do I do for my organization?" and let us always remember that in accordance with the rule of reciprocity, we will receive in benefit, in exact ratio to our contributions. In the future, let us firmly resolve to give most generously, to Our Dental Assistants' Organization. In concluding, permit me to quote the follow-

ing thought of "Teamwork," as expressed by William T. Card:

"The world is full of problems,  
There's much to cause distress;  
We all are bowed beneath the cares  
That daily round us press;  
There's only one solution,  
'Tis simply stated, thus:  
'A little less of you or me,  
A little more of US.'  
The rule of each one for himself  
Most foolish is to follow;  
It brings no savor to the game,  
Its victories are hollow.  
But the other plan has never failed  
To bring satisfaction plus;  
'A little less of you or me,  
A little more of US'."

808 Bankers Trust Bldg.

## BUILDING FOR SERVICE

By T. A. GRANT, D.D.S., SAVANNAH, GEORGIA

*Read before the Sixth Annual Meeting of the Georgia State Dental Assistants Association — May 13, 1935.*

**I**T IS my purpose to present to you my view of your organization as it is today and what it should and will become.

Your future will depend upon the farsightedness of your leaders, the ground structure of your organization, and the real need for such a Society. Dental Societies came into being due to the need for closer cooperation and a desire to exchange knowledge to the mutual benefit of all concerned. At that time it was not necessary to attend college or pass State boards, and the law neither prohibited nor protected a Dentist's right to practice. Dentistry was recognized and licensed by State law only after it had standardized the profession to such an extent that colleges were training men whom they were sure could capably and safely serve the public. At present, those who practice Dentistry must pass a prescribed course of study and State board examinations before they are allowed to practice. This

specialized training has made Dentistry a distinct and separate profession that none but those properly qualified may practice. The Dental Hygienists have also raised their standards until their organization is on the same relative plane as Dentistry, and is recognized as a profession by State law and is so licensed and protected. I must risk the penalty of your displeasure, however, and say that the Dental Assistants Society does not at the present time rank as a professional organization, because your standards are not high enough, nor your knowledge specialized enough as a whole, to warrant such a rating. It should be your goal to so raise your profession, because it is a profession to those of you who are devoting your lives to it, to the point where you will be recognized as a specialized profession and a dentist employing a girl for his office will not just acquire a new girl, but from the first day she will be an

assistant. Your Society is young and everything cannot be done in a day, but as I see it there are two courses open for you to follow: one is to continue on as a loosely knit and more or less transient body; the other is to keep building upward with a definite goal to reach. As long as there is something higher to attain there will always be some of you fighting to reach that goal. In your case, it is fighting to be recognized as a profession, and if you are to be so recognized, you must be worthy.

It seems that the principal requirement for obtaining membership in the Dental Assistants Society is to obtain a position in a dental office. That may be all right for a while, but you might as well realize that if your organization is to progress, some day your entrance requirements must be raised. You may answer this by saying that the Dentist has a right to employ anyone that he wishes, whether or not she has ever served as an assistant before. There is only one way to combat this and that is through organization and efficiency. As the situation now exists, many dentists would rather employ a girl who had never worked for any other dentist. The reason for this is because so many of you are only trained in the office routine and secretarial work. You have not been taught the many technical things that can be done in the laboratory by the assistant and so relieve the operator of many tasks that take his time from the chair or keep him in his office at night. Any new girl can quickly learn the office routine and do the secretarial work and will do it "his way" because she knows no other. You can also quickly adapt yourself to the dentist's pet methods, and if you are well trained you will also have the indispensable asset of being able to assist him in more ways from the start than any "green" girl will ever be able to do. You cannot expect your employer to teach you the many things you should know. I do not mean to infer that many of you are

not well trained and possess adequate technical knowledge and skill, but as long as you take in anyone who wishes to join your Society, your organization naturally contains many inexperienced members. You are going to have to work and fight to get the knowledge and training you need. There are now some schools that provide a course for Dental Assistants. The day may come when all assistants will receive training in schools established for that purpose. That will be a long step forward. In the meantime it behooves you to do your own training. Your Society should have a regular training class every year. You can find dentists who would be glad to give you a series of lectures and laboratory work.

It is necessary that you try to reduce as much as possible, the number of your "new" girls coming into your Society. This can be done in two ways. The first is to show your employers that your efficiency makes a well trained girl indispensable to his office. The second way is to file with the Secretary of each local Dental Society, a list of the unemployed assistants. The State Secretary should have the complete list, and then notify the dentists that these assistants are available, even for part time work or to substitute during vacations or sickness. In this way you will be rendering a service to your own members, to the dentists, and maintaining the constancy of your membership. Make an effort to keep all the members of your Society employed and when new girls come into the profession, let it be because there are not enough assistants to supply the demand for them. The more highly trained you become, the greater will be the demand for properly trained girls and fewer raw recruits brought into your Society. I have not mentioned the financial returns that you may expect, but you may be certain that you will receive a proportionate increase in income, if your efficiency increases the in-

(Turn to page 131)

## SECRETARIAL DUTIES OF A DENTAL ASSISTANT

By CAROL BRISCOE, TOPEKA, KANSAS

Given as a Round Table Discussion before the Kansas State D. A. Assn.,  
Wichita, Kans., April 23rd, 1935

**T**HE AIM of a dental assistant is to be of the most value to the dentist, and it takes a combination of qualities to serve efficiently. I shall concentrate on just one part of her duties:—Secretarial.

Under secretarial duties fall several tasks such as filing, care of patients' records, proper use of the telephone, office and personal business, credit work, and miscellaneous duties. Filing procedure and theory may be materially improved by studying catalogues and pamphlets of filing companies, such as Globe-Wernicke or Remington-Rand. From them ideas can be worked out that will make filing a science in the dental office instead of a casual thing. Of course, carbon copies of all letters, personal, business, and for dental organizations, are all made and filed. When filing carbons, put the name of the person to whom it is written (last name first) and the date, at the extreme upper right hand corner, so that the letter can be easily found. When filing is as simple as it is in a dental office, it is all done alphabetically. Paid bills may be filed in a regular file box that will usually hold about two years' supply. Large manila folders are kept in the filing cabinet and are used to file pamphlets and various office literature under subject titles, such as (1) Gold Materials and Castings; (2) Denture Materials; (3) X-Ray Literature; (4) Stones, burs, and handpieces; (5) Cements and Glazing. In our office, it is the custom to take bite-wing X-Rays, or the four posterior exposures, as a part of the prophylaxis service. However, we do not mount all of these pictures, for it would make too much bulk, so we had a file cabinet built especially for unmounted X-Rays. The drawers are 3" x 7½" x 20" and the

cabinet contains eight drawers. These radiographs are placed in small envelopes with name and date in upper left hand corner, and the nature of the exposure on the center of the envelope—such as a root canal filling, or a bite-wing, or an impacted third molar. That the assistant must obtain all information concerning a new patient and fill out the individual chart completely, goes without saying. Whenever a patient comes in, even though he visits his dentist twice a year, get out all former records and his most recent radiographs, so that his past work may be checked before he comes in. This is particularly helpful in recalling any abnormality that may have been noted previously.

The importance of intelligent use of the telephone cannot be over-emphasized. Pleasantness, a courteous, business-like voice, and clear enunciation, are all of paramount importance. Learn to answer professional questions and to take messages for the dentist in order to save his time. More diplomacy and tact are needed in telephone conversation than in any other part of the work, so study constantly to improve yourself in the many trying situations that come over the 'phone.

Keep all business records, do all the banking, and remind the dentist of any business or social obligation that he may have. Have a knowledge of the current bank deposit, the monthly receipts and fees. *Pay all bills promptly.* The part of the dental assistant's training that is most neglected, is that dealing with credit. Perhaps the reason it is ignored, is because the dentist does not like the task, and unconsciously neglects to emphasize its importance upon his assistant. But the assistant must train herself, and if she doesn't, the chances are that the

job won't be done, and fees will exceed the receipts. If the credit and collection work is done well all the time, the assistant can earn her salary in this work alone. The dentist, as everyone knows, is not a business man. To him business is a work apart, and only the science of his profession remains uppermost in his mind. He isn't qualified by either temperament or training, to conduct successfully the business side of the practice. Neither does he have the time or inclination to carry on much of the collection procedure, so the assistant must do all of this. She must do more. She must break down habits that the profession has, such as saying to the patient, "Oh, don't worry about the bill. Just pay whenever it is convenient for you." We must make the patient conscious that he is as much obligated to pay the dentist's bill promptly as he is his utilities' bill or his grocer's. Concentrate on two things: Get a credit rating on each new patient that comes to the office, and try to prevent accounts from becoming delinquent. Whenever a new patient comes to the office, call the credit bureau and get an up-to-date rating on the individual. Such reports may show that the person has a rating on only "medium" or even "slow" pay, so of course it is not advisable to do any work except for cash. On the first visit, only an examination is made, but it is stated that an estimate will be given on the second visit. By that time the credit rating has been obtained, and if unsatisfactory, just explain that the work will be done on the cash basis—paying as the work is done. In any case, regardless of the credit rating, give an estimate of the work, so the patient will know what to expect, then make arrangements as to how it will be paid for. When this agreement is made, it is up to the assistant to see to it that the money is collected. One credit association states that the reason people will pay all of their other bills, yet neglect their physician and dental

bills, is largely due to the faults of the professions. They fail to make the patients pay, thus encouraging the idea that they don't have to pay. So the assistant, in a courteous, business-like manner, must make the patients conscious of their obligation to pay. It depends entirely upon the patient, how lenient one can be before having to use some collection method in order to get them to pay their bill. Some of the best patients never pay their accounts before they are three months old, and would be offended if they thought they were considered slow pay. But there are others that will go on indefinitely if not reminded of their obligation in some way other than a monthly statement. An effective method is to call them on the telephone and politely ask when the next payment can be expected. In most cases, they will say by the next pay day, and as a rule the agreed amount will be paid. If it is not, then call again and say that you were sorry not to have received the payment as agreed. People respect an office more when they realize that it is run on a business-like basis. When calling, always try to get a definite promise, so you can have something to hold them to. Unfortunately, there is the type who will promise anything, yet never live up to their promise, and always have a generous amount of excuses as to why they didn't pay. That kind is usually turned over to a lawyer or to a collecting agency in the end. However, use every other method first, because there is usually a fee of 50% in connection with collections. When such action is necessary, a note to that effect should be made on the patient's record, so as to protect the dentist from extending further credit in the future. In many cases a collection letter is preferable to a phone call, and the successful collection letter is one that gets money, yet at the same time holds the patient as a friend of the dentist. It has what is called the "human view-point." One of the finest types is something like this:

"In everything we do in our office, whether rendering a service to our patients or asking for payment for it, it is the policy of this office to do it in the friendliest possible fashion.

"Your account for December-January (\$ . . . . .) is over-due. How can we help you with it?"

Miscellaneous secretarial duties would include anything that will help to make the office more harmonious and efficient, such as seeing to it that the dentist does not get behind with his appointments, that both the patients and dentist have pleasant surroundings, that supplies are

kept up, and that all possible responsibilities be taken from the dentist, that the office is always neat and attractive, and that the assistant is always alertly on her job. Specifically, I think one of the most important things for an assistant is to watch her speech and grammar. It is revolting to a cultured patient to have grammar badly used, or to hear slang or careless expressions. An assistant should constantly school herself in the technical knowledge of her work, and should keep abreast of current affairs.

624 Mills Bldg.

## PRACTICE STIMULATION

By KATIE MCCONNELL, ATLANTA, GEORGIA, First Vice-Pres., 5th District Society  
Read before the Sixth Annual Meeting of the Georgia State Dental Assistants Association  
May 13, 1935

**S**TIMULATE, as defined by Webster, means to encourage, or to excite greater vitality in. Practice stimulation would suggest practice encouraged, and while assistants endeavor to carry out the same ideas in the various offices, sometimes refreshing the memory invigorates a sleeping knowledge.

The buzzer announces the patient's arrival, nearly every patient enters the dental office under a mental strain, as well as a physical one, and a white gowned nurse hurriedly opening a door in a person's face, so to speak, doesn't help to relieve any of that strain. Always wait a moment or so before answering, thereby giving the patients time to become mentally adjusted. The patients should never be greeted by the assistant "peeping out" from behind the door; she should open the door, walk directly into the reception room, carrying her appointment book, impressing the patient with her efficiency. Always have time for a pleasant smile, and "good morning" or "afternoon," and strive at all times to make it just that

for the patients as long as they are in the office. In greeting children the assistant should put herself on the child's level, greeting them with a warm "hello," or even "hey, Mary" or Jack as the case may be. It is surprising how much better a cheery "hello" sounds than a lofty "good morning," especially to a child. Even adults are a bit uncertain in the face of too much dignity. Always remember to notice the windows and the shades, asking the patients if the room is too warm, too cool, or too bright, and even if the temperature can't be helped, the patients get the thought that the assistant is thinking especially of them and their comfort.

Try not to have over-lapping appointments, it happens occasionally, of course, but try to arrange appointments so that a patient will be dismissed immediately after the next appointment arrives, permitting the patients to know the doctor's time is engaged. This, if there is only one assistant, necessitates a rapidly and efficiently cleaned operator. The doctor aids by placing the used instruments,

(all instruments are contaminated after they have been handled) when he knows that he has finished with those particular ones, not back on the bracket, but to the extreme side of the cabinet, where they can quietly be removed and placed in the sterilizer, (which should be kept at sterilization point while patients are in the operatory) without the patients' knowledge that the assistant is getting the operatory in readiness for the next patient, and by the time the doctor is ready for the patient to be dismissed by the assistant, the operatory is in almost as good shape as when the patient entered. However, never let a patient get the thought that they are being rushed. It is bad psychology, and most people resent it, they are paying for professional services. They expect and should have the courtesy that goes or should go with those services. The doctor usually bids the patient a pleasant good-bye, leaves the operatory, before the assistant dismisses the patient, but it is only good taste for the assistant to see the patient out. The assistant should try at all times to talk of something of interest, to the out-going patient, in the meantime making arrangements for another appointment, giving an appointment card, tactfully calling attention to the notation thereon, of the doctor's desire for a six hour (this varies in various offices) notice if the appointment must be broken. Remember always to make arrangements for further appointments whether it be for the next day, the next week, or several months off, thereby "binding" the patients to the office securely. After bidding a patient good-bye, ask the waiting patient for her wraps, mentioning that the doctor will be with her in just a moment. This gives the assistant time to have the chair, the linens, the instruments needed, and the patient's case history ready, before asking them to follow into the operatory. After the patient is comfortably seated, always making sure the chair is correctly adjusted, place the bib, and raise the

chair to the correct height for the doctor's comfort while working, spray the mouth, as nearly as possible giving the doctor a clean field of operation. Give the patient a soft tissue, or piece of sterile gauze to use for wiping the mouth. Often the doctor is delayed. This gives the assistant an opportunity to discuss, intelligently, the effect bad teeth and a neglected mouth have upon the general health; she must create the desire for good dentistry, and create the desire for the correct way to brush teeth and massage of the surrounding tissues, suggesting that they bring in their brush, so that she might show them the correct way of brushing and massaging, assuring them that such a service is given without extra expense. Make the patients tooth conscious. They might be too frightened while they are in the office to pay much attention to the assistant, but most of them will remember after they get home, something that was said about teeth and their health, and they will ask more about it next time. While one may know what to do, one seldom does it unless reminded. If the assistant is left with a patient following an extraction, she should, unless the doctor has done so, inform the patient that the tooth has been completely removed, and remind the patient to keep fingers and tongue away from the socket, not to rinse for several hours, giving the blood time to firmly clot, then to rinse with a warm saline solution, to stay on a liquid diet for at least three hours, to take a cathartic before retiring, and in case of pain, apply cold packs, usually alternating with moist heat, unless otherwise directed, and in case of excessive bleeding, bite on sterile, firmly folded gauze, until hemorrhage is stopped. Instructions should be given the patient to return in twenty-four hours.

Try at all times to remember the patients name. It flatters a person to be remembered by name, and if a patient hasn't been in for some time, think how nice it makes them feel to be greeted

pleasantly by name. However, do not become too familiar with patients, or try to find out, even in a round-about way, anything concerning their personal lives. All that is necessary for the assistant to know is the patient's name, home and business addresses and telephone numbers, their age, occupation, by whom they were referred, their physician, and their previous dentist, and their credit rating. Tactfully find out why they left their last dentist, the time elapsed since their last visit to a dentist, find out their oral habits, whether or not they are nervous, and last, but by no means least, diplomatically learn the patient's little likes and dislikes, and remember them. There is the patient who can not bear the saliva ejector near her mouth, but it would take a psychiatrist to fathom her reason for it, and while it is hard for the doctor and assistant to work without the aid of the ejector, if the assistant repeatedly placed the ejector in her mouth, it would only be a matter of time till the doctor lost that patient. It is the little things the assistant forgets to do that often loses patients. The assistant must endear herself to the patients by her thoughtfulness of them and their comfort. It will bind the patients to the doctor and the office.

In making appointments, either in person or telephone, don't let the patients choose their time, unless it is an emergency, only then for immediate relief. Impress the patients with the fact that the doctor's time is valuable and that he works by appointment so that he can give better service. Ask the patient, of course, what time is most convenient for them, then give an appointment most suitable to the doctor and the patient. Don't ever appear too anxious, it frightens away more patients than is realized. With business people, alter the rule and try to save the time around noon and the late afternoon for people who have no other time to visit the dentist. Keep a list of business people who are apparently always busy and can only visit the dentist on short notice. They will appreciate the assistant call-

ing, in the event of a broken appointment, and giving the time to them. This is a convenience greatly appreciated and makes what might have been wasted time, profitable. By all means keep the prophylaxis list up to date; call patients at three, four or six months, as the case may be, from the time of the last prophylaxis, not from the time of the completed restorative work. If patients get in the habit of the assistant calling when time for their return, they resent it if she lets their time slip by; another time that the memory of little likes and dislikes plays a big part. Always observe the death, and birth notices and personal columns in the daily papers. The assistant should never let an opportunity pass where she can express the doctor's sympathy, congratulations, or best wishes, followed by her own. If possible, find out the patient's birthdate and remember it with a nice card. Everyone likes to be remembered. An assistant owes it to herself and the doctor to be well informed on current world affairs, daily local happenings of importance, latest popular novels and biographies, entertaining theatre programs, and especially the current improvements taking place daily in dentistry, so that she can discuss these things intelligently.

A worthwhile dental assistant should have the following essential qualities that help stimulate the doctor's practice: Enthusiasm, especially for good dentistry; sincerity, in all her actions and speech; initiative, the ability to learn things, new things for herself. A cheerful smile and disposition, and with these, diplomacy, the attribute that has won wars: courage, the stamina to stand firm when she is needed most; and discipline of self, being able to control herself under the most trying conditions. Combine all these qualities in an assistant who remembers that the Golden Rule applies to dentistry the same as to other walks of life, and you have an assistant who is invaluable to any doctor and his practice.

705 Candler Bldg.

## QUESTIONS USED IN THE TOPICAL DISCUSSION

Presented before the Clinic Club of The Educational and Efficiency Society  
of New York City, September 16th, 1935

By ELIZABETH V. SHOEMAKER and MARTHA B. KEIT

**H**OW should a slide be prepared for specimens of Vincents Disease?  
How should a patient be answered who has asked, "What dentifrice do you use?"

How are blood stains removed from white material? How are they removed from instruments?

Can a bill for dental work done for a minor be collected, if neither parent ordered the work?

What is the definition of Anodyne, Hemostatic, and Deodorant?

Should a Dental Assistant operate the X-Ray machine?

Can rubber gloves be sterilized?

How long should instruments be boiled for definite sterilization?

How can the discolored spots in a cuspidor be removed without using a harmful acid?

If cement becomes hardened on a slab, how should it be removed?

Should the teeth on a shade guide be cleansed after using? If so, what method?

What is meant by an M.O.D. inlay?

Should X-Ray solutions be stirred if a film forms on the surface?

How is a film dried hurriedly for prompt reading?

Give the proper technique (in detail) for preparing to take a culture from a tooth socket or an apex?

How should a dental engine be oiled? Can anything be done to improve an engine belt which is oil stained? Should the operating chair be oiled?

How should hand pieces be cleansed?

Does the Dental Assistant clean teeth?

Should the Assistant introduce a new patient to the doctor? Should children be introduced?

Do you advise a Dental Assistant studying stenography and typing?

What is the neutralizing agent to use with Hydrochloric Acid?

*The above are suggested for topic discussions in any society,  
and can be elaborated upon at the discretion of those in charge.  
Editor.*

---

## BUILDING FOR SERVICE

(Continued from page 125)

come of the office in which you work. You should anyway, and the dentist who would not so reward you, is either unaware of your worth or niggardly. Your Society can be no better than its membership, so I encourage you to improve

the ability of the rank and file of your members, and you will be building a sound foundation upon which to erect another profession whose object is Service to Mankind.

114 Jones St. East.

## NAVAL DENTAL ASSISTANTS

By MRS. JAMES A. BROWN, 924 Liberty Street, Fort Wayne, Indiana

I WOULD like to bring a subject to the attention of the members of the American Dental Assistants Association that I think may be of interest to them. That is, the subject of Naval Dental Assistants as it was told to me by my son, Robert A. Brown who is serving on the U. S. S. West Virginia at San Pedro, California. Robert is a Naval Dental Assistant and Pharmacist Mate.

Many will ask, "Who ever heard of Dental Assistants in the Navy?" This is because civilian Dental Assistants are women, and the civilian public is out of touch with the dental treatment that is rendered by the Naval Service. As health is a great factor to men who protect our country, the Navy has two great corps taking care of that factor. They are the Medical and Dental Corps, with the Hospital Corps serving these two corps, enabling them to take care of approximately 85,000 officers and men of the Naval Service. Naval Hospitals and Hospital Ships also have the Naval Nurse Corps that is of great benefit to the service. The Dental Corps consists of approximately 186 Dentists who have graduated from Class A schools, passed State Boards, and are members of the American Dental Association. They must pass a rigid mental, physical and professional examination before they are given their commission as a Dental Officer. On a modern battleship, the Dental Officer has the task of taking care of approximately 1200 officers and men of the crew and generally only has one assistant to help him with this task. Not only does he have his regular hours but is subject to call at anytime. This keeps him extremely busy, as you seldom find any town having a population of 1,000 people who only have one Dentist.

To relieve the dental officers to some extent, the Bureau of Medicine and Surgery have a quota of approximately 300

Dental Assistants. The assistant must be of high moral character, a graduate from the Naval Hospital Corps Training School and have served at least one year in general hospital duty, (Male Nursing) before he can be selected for training at the Naval Dental School in Washington, D. C. My son has been in the Service for seven years and has served all of his time with the Hospital Corps. He was under instruction at the Dental School from August, 1933 until April, 1934. Besides being an assistant he was trained in prosthetic restorations and when on shore duty will be assigned to prosthetic laboratories. The Naval Dental Assistant not only assists the Dental Officer but after office hours, every other day, he must stay on the ship from 4 p.m. until 8 a.m. having the sickward duty. This consists of taking care of the Medical Department patients and doing general nursing. He is also required to know, and be able to do, any duty required of the General Hospital Corps men. The General Corps men must know 18 different subjects, so one can see what effort the Dental Assistant has to make to keep up with everything. The Medical Department is dependent on the Dental Assistant for their X-Rays aboard a battleship.

The dental office on the West Virginia consists of two complete units; that is, it could be considered a double office. Having only one Dental Officer, the assistant uses the other unit for Oral Prophylaxis if the operator can spare his services. They are trying to have two dental assistants on the ships that have the two chair arrangement in order to carry out Oral Prophylaxis for the crew. Due to the fact that the members of the A. D. A. A. are required to be women, this fine group of young men are without any association. I hope that in

(Turn to page 133)

## TALKING IT OVER

*This Department is under the care of EDNA M. JUSTICE, 631 Jenkins Bldg., Pittsburgh, Pa.*

**I prefer to be a dental assistant.** Yes, I would rather be a dental assistant than anything else in the vocational world. Of course, I'd like to climb the Alps; I'd like to tour the whole world and take in its wonders one by one—but, since I cannot realize my inmost dreams and must spend most of my life earning a living, it behooves me to choose a means which will not only give me a living, but will broaden and enrich my life. All of us wish to get the best out of life, and we can do that only by putting our best into it. There is in each of us an urge to be useful and helpful to our fellowmen, and by choosing a vocation which offers an opportunity for real service, we find the secret of happiness.

Of all the fields in which it is possible for a woman to render valuable service, dentistry is the most promising. Dental assisting is not a profession which stands still—it progresses. It gives one a chance to acquire knowledge in many more phases than just assisting the dentist. By scientific experiments it is constantly learning newer and better ways of protecting health and is striving to bring these before the public. Dentistry is as truly a field of art as any other so proclaimed; for not only does it serve a principle of health, but beauty also, as health makes beauty. Aside from the professional angle, there is something in the nature of the work which makes one take a definite personal interest in every phase of it. One becomes "cleanliness conscious," and not only wants everything around her in the office spotless, but also everything in her life. It creates higher standards of living and conduct. If one is associated with a good dentist, she naturally wishes to be an asset by creating an atmosphere of cheerfulness and harmony in the office, and understanding and sympathy for the patient.

Besides the spiritual and physical parts of a dental assistant's work, she becomes interested in the appearance of the office and wishes to make it more cheerfully attractive. In this way she can show her decorative ability. The variety of her work adds spice to it. Each case is entirely different and is always interesting. The social contacts that she makes add flavor to her work. Taken all in all, dental assisting offers a job with more variety, better contacts, more opportunity for self-expression and valuable service, than almost any other field of endeavor. NOW, AREN'T YOU GLAD YOU ARE A DENTAL ASSISTANT?

MARIE S. SHAW, *Fourth District Trustee,*

810 Candler Bldg., Atlanta, Ga.

---

## NAVAL DENTAL ASSISTANTS

*(Continued from page 132)*

the near future some action will be taken so that they may at least be associate members of your association, and perhaps such action could be taken at your convention this fall in New Orleans.

I am sure that my son would be more than willing to show any member of the A. D. A. A. through the Dental Clinic on his ship if they happen to be in the same city where the ship is anchored.

---

---

# *The Dental Assistant*

---

---

A Monthly Publication

---

---

A Journal for Dental Assistants Devoted to Their Interests and Education  
Monthly publication of the A.D.A.A. A Journal for Dental Assistants Devoted to their Education and Interests and to the Efficient Conduct of Dental Offices. Publication of all statements, opinions, or data, is not to be considered as an endorsement of same by magazine or its publishers.

---

NOVEMBER-DECEMBER, 1935

---

## EDITORIAL DEPARTMENT

---

### HOLIDAYS

**T**HIS ISSUE which is published for the last two months of the year, brings to us a realization that during these two months we are to glorify and celebrate several very important and sacred holidays, 'ere we will meet in print again in the new year.

Firstly, November and Thanksgiving; that day of rejoicing, heritage of our Pilgrim Fathers. A day when one's thoughts are of home, family, fireside, friends . . . and all that these mean to us. I am sure that no matter how hard the road of life has been for us to travel during the year, we all have something to be thankful for, and if we think rightly, we can recall the many blessings that have come our way, and be glad for them. I know we all have some beautiful friendships to remember, and that in our society activities we have developed a fellowship for which we may be very grateful. In our work we have also had the opportunity of bestowing valuable and constructive service, and to have the opportunity of being useful and helpful to others, is indeed something for which to be very thankful. We are hoping that all our readers will have a glad, enjoyable Thanksgiving Day, and that long after the day has gone, the glow of its meaning will live in their hearts. I pass along a few lines that might well be entitled "I Give Thanks" . . . "For Life—filled with worth-while toil and service—For Health—wherein we can find the strength to live usefully—For Wealth—sufficient to enable us to pay our debts—For Friendships—that know our faults and love us just the same—For Faith in ourselves and in those we love and serve—For Laughter, and Song, and Dreams, and Flowers; for all these, I silently lift to heaven the praise of a thankful heart."

In December we shall celebrate that day of days, Christmas Day, with its joyous carols and bells, colorful holly wreaths and decorations, Christmas trees and gifts, and that ever rejuvenating spiritual figure of Santa Claus, symbolizing the essence of love, generosity, unselfishness, cheer, eternal remembrance, good will to all . . . We wish for all our readers, a marvelous Christmas, one of peace and happiness with all its attendant joy.

Right on the heels of Christmas, we will greet the New Year. With its coming we always look forward to a renewal of strength and courage to face the issues of the days ahead. Somehow the thought of the New Year is always filled with the promise of better things to be, and one eagerly greets its coming. Good resolutions are in order to start the New Year, so I pass these along: "Resolved: that I will make a consistent effort to attend meetings, and become an intelligent participant in my society's affairs . . . Resolved: that if I cannot be a constructionist, I will not be a destructionist: endangering the foundation the workers have so laboriously laid . . . Resolved: that I will keep a "watch before my mouth," that I will not make unkind and critical comments to those sister members who are spending themselves that I may profit . . . Resolved: that I will not allow my imagination to run riot with me, and start unfounded rumors that will set the whole membership agog . . . Resolved: that when I accept responsibility, I will see it through to the limit . . . Resolved: that I will regard the proceedings and discussions of Board meetings as confidential, and will not carry "news" to non-members . . . Resolved: that I will not embarrass Board members by trying to pry into the business of Board meetings . . . Resolved: that I will not complain to the President because I think some chairman of a committee (or other officer) does not give me proper consideration . . . Resolved: that I will be generous in commendation, niggardly in condemnation, and tolerant of misadventures."

May 1936 be replete with good things for all our readers: especially good health, as with this blessing one can usually be of a happy disposition, and face the problems of life with a clearer vision.

OUR WISH FOR YOU: a joyful Thanksgiving, a Christmas of cheer, and a New Year of happiness and plenty.

J. A. S.

---

"Life is given to us as clay, free to be molded as one desires, either to manifest a beautiful temple of joy and success, or dingy hut of despair and ruin. We can only be truly successful to the degree that we help another to succeed. A golden opportunity is presented in friendship, for by giving the best within ourselves, with kind thoughts, encouraging words, just criticism, and willing hands we can help someone over the rough spots, and our kindnesses will be sky-rockets helping to shoot us 'over the top.'"



## THIS AND THAT

By ETHEL WHITENTON, 906 Exchange Bldg., Memphis, Tenn.

**Now that we are all pepped up** after that fine 11th annual meeting in New Orleans and with the holidays just ahead, every society is just teeming with interest.

**The Birmingham, Alabama Society** can't seem to get along without engagements. Congratulations and good wishes herewith extended to Mrs. A. L. Blakemore nee Mildred Hardy. Miss Jean DeFore has moved from Birmingham to Waco, Texas to take up duties in a Government Hospital. . . . Mrs. Clara Herndon of Atlanta is filling the unexpired term of Pres. of Georgia State Assn., due to the illness of Mrs. Grace Urquart of Macon.

**Women will assert their rights.** More power to the Pittsburgh girls in their Public Speaking Class at the Y.W.C.A. Four interesting clinics were presented at the Odontological Convention by Stella Mae Cramer, Janet McCrea, Blanche McKee, Peg. Bridges and Kathleen Flinn. Kansas City is very happy to present the following new members: Ruth Byrd, Hallie Orr, Marie Herzig, Frances Lanning, Mary Lou Jackson and Shirley May. The K. C. Society did wonders for their treasury by having a Bridge Party at the Ambassador Hotel, October 17th, and extends to Dental Assistants everywhere best wishes for Christmas and the New Year.

**Ruth Rogers, Detroit,** former president of the A.D.A.A., had as her guest at the last meeting Grace Renshaw. Elizabeth Hahn, Pres., was married last month. The Detroit girls gave a shower for her in the home of Lula Palmer, membership chairman. On November 15th—their Keno party sounds oh—so—keen, at the Hotel Statler.

**Dorothy Aupied, Memphis** recently received a clever announcement

of a son, Junior, from Bob and Laura Andrews, Nashville. She could only survive the shock having been prepared that they were adopting him. . . . Tennessee was proud of its large attendance at the meet in New Orleans, with girls arriving on trains, autos (thumbing?), even on planes. Among those flying were Bettie Robinson, Lucile Red, and the writer. Believe us, it is quite a thrill and just the way to "go places" (if you don't get sick).

**The Los Angeles assistants** are aswarm with activity . . . the year's work started with a bang at the home of Elvera Henckes, Secty., who with her mother were most gracious hostesses at a delectable supper. A big hand for Marie McCoy, the best new member in seven states; at least she should have that title with 35 new members. Their study club on English, letter writing, pronunciation, etc., is very enlightening; made possible by Helen Wagner, Al W. Griewe and Warren Gracier. Helen Simpson was truly a blushing bride . . . having become Mrs. Charles Peterson on October 5th. She looked fetching in pale blue lace and dubonnet velvet . . . and very, very happy. Congratulations! Florence Meyer's grand supper in her cozy apartment, and Catherine Morgan's tea are two reasons why these LA. girls keep on their toes. The old saying about keeping a man happy is "feed the brute," and it works well in dental assistant societies with the girls also.

**Juliette Southard** had a lovely trip East recently. Although she had a lovely time it could not exceed the joy that she spread among those whom she contacted. She's a peach! The writer will be charmed to hear from all societies and independent members at any time, with personals or what have you . . . meanwhile Every Good Wish To You All for the Holiday Season and on, and on, and on. Cheerio!

## SECRETARY'S CORNER

By LUCILE S. HODGE, General Secretary, 401 Medical Arts Bldg.  
Knoxville, Tenn.

**S**ECRETARIES: With Convention over, let's settle down and really get to work on that membership drive we have all thought and talked about for weeks. We have just closed one of the biggest years work in the history of our A.D.A.A. We want to make 1936 even bigger. May I depend on you? We will start our Honor Roll with the next issue of "The Dental Assistant." Will your society be represented? The basis for selecting the societies for the Honor Roll will be the same used for awarding "The Cooperation Trophy."

Societies have held elections as follows:

### **Iowa State D. A. Soc.:**

President, Santine M. Chiesa, 808 Bankers Trust Bldg., Des Moines; Vice-President, Thora W. Reynolds; Secretary, Virginia Hunter, 716 Frances Bldg., Sioux City; Treasurer, Mae Hogeland.

### **Des Moines District D. A. Soc.:**

President, Ethel Brubaker, 1108 Equitable Bldg.; Secretary, Agnes Ganschow, 1120 Southern Surety Bldg., Des Moines, Ia.

### **Northwestern District D. A. Soc.:**

President, Opal Frazee, 230 Davidson Bldg.; Secretary, Virginia Hunter, 716 Frances Bldg., Sioux City, Ia.

### **Southeastern District D. A. Soc.:**

President, Thora W. Reynolds, Washington, Ia.; Secretary, Berniece B. Adrian, Washington, Ia.

### **Indiana State D. A. Assn.:**

President, Mrs. R. J. Boggs, 904 Medical Arts Bldg., Indianapolis; Vice-President, Mrs. Ernest C. Martz; Secretary, Roxie Taylor, 701 Hume-Mansur Bldg., Indianapolis; Treasurer, Mrs. Alene Collins.

### **South Bend D. A. Assn.:**

President, Maxine Beaudway, 211 Pythian Bldg.; Vice-President, Geraldine Rupel; Secretary-Treasurer, Opal Hutson, 316 Sherland Bldg., South Bend, Ind.

### **Evansville D. A. Assn.:**

President, Jennie Sullivan, 912 Old Nat'l Bank Bldg.; Vice-President, Evelyn Green; Secretary-Treasurer, Mary Mooney Strunk, 618 Central Union Bank Bldg., Evansville, Ind.

### **New York State D. A. Assn.:**

President, Robina McMurdo, 140 E. 80th St., New York, N. Y.; Vice-President, Louise Breuninger, 1 DeKalb Ave., Brooklyn; Secretary, Marion Rice, 310 E. Water St., Elmira; Treasurer, Marea VanVechten.

### **Elmira D. A. Assn.:**

President, Eleanor Baker, 411 East Church St.; Secretary, Della Ungard, 132 E. Water St., Elmira, N. Y.

### **Knoxville D. A. Soc.:**

President, Mattye Bacon, 1002 Medical Arts Bldg., Knoxville, Tenn.

### **Tidewater D. A. Assn.:**

Secretary, Emily Price, 518 Medical Arts Bldg., Norfolk, Va.

## CALENDAR OF MEETINGS

By VIVIAN C. SHERMAN, 1519 Washington Building, Tacoma, Washington

### ALABAMA

#### Birmingham D. A. Assn.

Meeting, November 5, 1935.

Place, English Room, Brittlings.

Program, Study Club.

Subject, "Anatomy of the Head."

Meeting, November 19, 1935.

Place, English Room, Brittlings.

Program, "Highlights of the A.D.A.A. in New Orleans."

Meeting, December 3, 1935.

Place, English Room, Brittlings.

Program, Study Club.

Subject, "Anatomy" (continued). Discussion by Mary Jones.

Lucile Black, Publicity Chm., 408 Medical Arts Bldg.

### CALIFORNIA

#### Los Angeles D. A. Assn.

Meeting, November 8, 1935, 6:30 P.M.

Place, to be announced.

Bazaar featured.

Speaker to be announced.

Meeting, December 13, 1935, 6:30 P.M.

Place, to be announced.

Edith L. Safholm, Publicity Chm., Bullock's 8th Floor.

#### San Diego County D. A. Soc.

Meeting, November 19, 1935, 7:30 P.M.

Place, Medico-Dental Building.

Director's Meeting.

Meeting, November 25, 1935, 7:30 P.M.

Place, Medico-Dental Building.

Speaker, George Huff, M.D.

Topic, "Radium."

Meeting, December 17, 1935, 7:30 P.M.

Place, Medico-Dental Building.

Director's Meeting.

Meeting, December 23, 1935, 7:30 P.M.

Place, Medico-Dental Building.

Speaker, Mabel Lyons.

Topic, "Report on National Convention at New Orleans."

Alva Bornsen, Publicity Chm., 1211 Bank of America Building.

### GEORGIA

#### First District Savannah, Georgia.

Meeting, November 11, 1935, 8 P.M.

Place, Savannah Hotel.

Paper, Beatrice Whitaker.

Subject, "Personal Efficiency."

Speaker, R. D. Callman, Psychologist.

Social Hour will follow.

Meeting, December 9, 1935.

Place, Savannah Hotel.

Annual Election of Officers and Installation.

Program to be announced.

Ruth Spitz, Secty.

#### Fifth District, Atlanta, Georgia.

Meeting, November 19, 1935.

Place, Piedmont Hotel.

Program, "Report of Delegate from A.D.A.A. Convention, by Ruth Mills.

Social Report, "A.D.A.A. Convention," by Marie Shaw.

Celebration of our 14th Birthday.

Meeting, December 10, 1935.

Place, Piedmont Hotel.

Program, Annual Meeting, Election and Installation of Officers.

Christmas Tree with gifts for all.

Clara G. Herndon, President, 731 Candler Building.

### ILLINOIS

#### Chicago D. A. Assn.

Meeting, November 21, 1935, 8 P.M.

Dinner at 6:30 P.M.

Place, Stevens Hotel.

Meeting, December 19, 1935, 8 P.M.

Dinner at 6:30 P.M.

Place, Stevens Hotel.

Emily Keegan, Publicity Chm., 4010 W. Madison St.

### MASSACHUSETTS

#### Valley District D. A. Assn.

Meeting, November 12, 1935, 8 P.M.

Administration of Gas, by Mrs. Helen Mann.

Place, Dr. H. I. Fiske's Office, 1480 Main Street, Springfield.

December, 1935.

Christmas Party, Banquet and Election of Officers.

Annual Meeting.

Marion Webster, Secty.

## MICHIGAN

### Detroit D. A. Soc.

Meeting, November 5, 1935, 7 P.M.

Place, 1312 Eaton Tower.

Speaker, Dr. O. W. White.

Subject, To be announced.

Business Meeting.

Meeting, November 19, 1935, 7 P.M.

Place, 1312 Eaton Tower.

Speaker, Mr. J. Ratner, Clinician.

Subject, "Cement Clinic."

Business Meeting.

Meeting, December 3, 1935, 7 P.M.

Place, 1312 Eaton Tower.

Business Meeting.

Nomination of Officers.

Report of Delegate to A.D.A.A. Convention.

Meeting, December 17, 1935, 7 P.M.

Place, 1312 Eaton Tower.

Election of Officers.

Christmas Party.

Jeannette Alvord, Publicity Chm.,  
7815 E. Jefferson.

## MISSOURI

### Kansas City D. A. Assn.

Meeting, November 26, 1935.

Place, Dutch Grill.

Speaker, Miss Julia Robinson.

Subject, "Your Delegate Attends the National Meeting."

There will be no regular meeting for the month of December but a Christmas party is being tentatively planned for December 22nd, at the home of Julia Robinson, 3919 Roanoke Road.

Hallie Orr, Publicity Chm., 1102 Professional Building.

## NEW YORK

### E. & E. Society for D. A., First District, New York.

Meeting, November 12, 1935, 8:00 P.M.

Place, E. R. Squibb Offices, 745 Fifth Avenue, N. Y. C.

Subject, Explanation of "Associated Hospital Service Plan."

Clinic Club, November 21, 1935, 8 P.M.

Place, Dennison's, 411 Fifth Avenue, N. Y. C.

Subject, "Ideas for Making Artificial Flowers and Notions to Decorate the Dental Office."

Meeting, December 10, 1935, 8:00 P.M.

Place, E. R. Squibb Offices, 745 Fifth Avenue, N. Y. C.

Speaker, Dr. B. W. Weinberger.

Subject, Houdin's—"Life Mask of Washington, Compared to His Portraitsures."

This is the annual Inter-Cities Meeting. Refreshments will be served in celebration of the Society's 14th Birthday.

Clinic Club, December 16, 1935, 8 P.M.

Place, Böst Tooth Paste Company, 43rd St. & Lexington Avenue, N. Y. C.

Clinic, Dr. Nathaniel Freeman.

Subject, "Bacteriological Smears and Culture."

Esther Kahn, Chm., Publicity Com.,  
853 Broadway, Suite 1115,  
N. Y. C.

### The D. A. Study Club, Second District, Brooklyn.

Meeting, November 1, 1935, 8:30 P.M.

Place, Second District Dental Society Clinic Rooms, 62 Hanson Place, Brooklyn, N. Y.

Speaker, Dr. Daniel Seldin.

Subject, "Practical Demonstration of Nitrous Oxide Anesthesia."

Assisted by Miss Lillian Rich.

Study Class, November 15, 1935 8:30 P.M.

Place, Same as above.

Speaker, Dr. Otto Reisser.

*Subject*, "Dental Anatomy for the Dental Assistant."

*Meeting*, December 6th, 1935, 8:30 P.M.  
*Place*, Same as above.

*Speaker*, Miss Helen McNally, Metropolitan Life Ins. Co., N. Y. C. Dental Dept.

*Subject*, Tooth Brush Technique; Importance of Prophylaxis.

*Social Night*, December 20, 1935, 8:30 P. M.

*Place*, Same as above.

## OHIO

### Cincinnati D. A. Assn.

*Meeting*, November 8, 1935, 7:00 P.M.

*Place*, Medical-Dental Suite, Union Central Building.

*Program*, Dr. R. H. Hill's motion picture, "The Life of a Healthy Child."

*Speaker*, Miss Rachael Reed.

*Meeting*, December 20, 1935, 7:00 P.M.

*Place*, Medical-Dental Suite, Union Central Building.

*Program*, Report of Delegates attending A.D.A.A. Convention.

*Speakers*, Helene Meyers and Louise Abel.

Helen L. Morris, President, 453 Doctors Building.

### Toledo D. A. Soc.

*Meeting*, November 18, 1935, 7:30 P.M.

*Place*, Cole Laboratory.

*Speaker*, Dr. George Dierks.

*Subject*, "X-Rays."

*Meeting*, December 16, 1935, 7:30 P.M.

*Place*, Toledo Dental Clinic.

*Speaker*, Margaret Bayless.

*Subject*, "The Work of the Clinic."

## OREGON

### Eugene D. A. Soc.

*Meeting*, November 18, 1935.

*Place*, 403 Tiffany Building.

*Program*, "X-Ray History and Laboratory Technique."

*Meeting*, December 16, 1935.

*Place*, Del Ray Café. Annual Christmas Social.

*Program*, Speaker and subject to be announced.

Louise Connell, First National Bank Building, Springfield, Oregon.

## PENNSYLVANIA

### Pittsburgh D. A. Assn.

*Meeting*, November 19, 1935.

*Place*, Y.W.C.A., Chatham Street.

*Program*, Delegates' reports of the A.D.A.A. Convention.

*Nomination and Election of Officers.*

*Meeting*, December 10, 1935.

*Place*, Medical Arts Building. (Tentative.)

*Program*, Annual Reports.

*Installation of Officers.*

Sara Metzger, Publicity Chm., 3401 5th Avenue.

## TENNESSEE

### Memphis D. A. Assn.

*Meeting*, November 19, 1935, 7:30 P.M.

*Place*, Peabody Hotel.

*Speakers*, Ola Lundy and Clara Taylor.

*Election of Officers*, and reports from members attending A.D.A.A. Meeting.

*Meeting*, December 17, 1935, 6:30 P.M.

*Place*, Peabody Hotel, Annual Banquet.

Lucile Reed, Chm. Program Com., 808 Exchange Building.

## WASHINGTON

### Tacoma D. A. Soc.

*Meeting*, November 6, 1935. 7:30 P.M.

*Place*, Medical Arts Auditorium.

*Speaker*, Dr. Arthur E. Nordi.

*Topic*, "What I Expect of My Dental Assistant."

*Clinician*, Kathryn Baker.

*Subject*, "Cotton Rolls."

Katherine Hopkins, Program Chm., Medical Arts Building.

## TO THE DENTAL ASSISTANT WHO WILL FOLLOW ME

By ANN F. WALKER, *Pres-Elect Ga. S. D. A. Assn., Atlanta, Ga.*  
(Given Before Georgia State Dental Assistants Assn., May 14, 1935)

Here's a TOAST I'd like to give to the Assistant I may never know—  
To the Girl who is going to take my place when it's time for me to go—  
I've wondered just what "sort" she'll be, and I've wished I could take her hand,  
Just to whisper, "I wish you well, my dear"—in a way she'll understand.  
I'd like to give her the warm hand-clasp when never a friend seems near.  
I've learned my knowledge by sheer hard work, and I wish I could pass it on—  
To the girl who'll take my place—as the new Assistant when I'm gone.  
Will she see all the sad mistakes I've made, and note all the battles lost?  
Will she ever guess the tears they caused, or the heartaches which they cost?  
I dare to hope she may pause some day, as she toils, as I have wrought—  
And gain some strength for her weary task from the battles which I have  
fought.

But I've only the task itself to leave with the cares for her to face,  
And never a cheering word may speak to the assistant who'll take my place.  
Then here's to your health young lady;—I drink as my heart swells with  
pride,

I leave an unfinished task for you, but God knows how I tried,  
I've dreamed my dreams, as all of us do, but few ever came true.  
And my prayer today is that all the dreams may be realized by you.  
And we'll meet some day in that great unknown—out in the realm of space;—  
You'll know my hand-clasp, as I take your hand and gaze in your dear face.  
Then all failures will be success in the light of the new-found dawn—  
So I'M DRINKING your HEALTH—NEW ASSISTANT, who'll take my  
place when I'm gone.  
I dare to hope she may pause some day, as she toils, as I have wrought—

## COMPENSATION

"I'd like to think when life is done	By treading only selfish ways
That I had filled a needed post,	That I had wasted all my days
That here and there I'd paid my fare	And that this world would be the same
With more than idle talk and boast;	If it had never known my name.
That I had taken gifts divine,	I'd like to think that here and there
The breath of life and manhood fine	When I had gone, there shall remain
And tried to use them now and then	A happier spot that might have not
In service to my fellow men.	Existed had I toiled for gain;
I'd hate to think when life is through,	That someone's cheery voice and smile
That I had lived my round of years	Shall prove that life has been worthwhile
A useless kind, that leaves behind	That I had paid with something fine
No record in this vale of tears;	My debt to God for life divine. . . ."

—Edgar Guest.

## Holiday Greetings To All

The Dental Assistant Staff

### ***Kills Staphylococcus Aureus in One Minute!***

- The **ONLY** Sterilizing-cleaning agent for dental hand-pieces.
- Removes old oil, saliva and grit. Leaves lubricant within, heavily impregnated with powerful germicide. Safeguards against infection; harmless to patients; prolongs the running life of the hand piece.
- **LOOK** for the **DIAMOND Trade Mark—4 in ONE—on Genuine IMPROVED STERO OIL.**
- 2 ounce operator's bottle only 75 cents.
- **ASK YOUR DEALER.**

Medico-Dental Research Laboratories of

**STERILE PRODUCTS CO., Inc.**

SAN DIEGO, CALIF.

### **M O R - S O N**

**Supplying the Missing Link in the Chain of Sterilization**

*The Original Satisfactory CLEANER for the inside of Boiling Sterilization.*

**IT ACTUALLY CLEANS!**

Easy to Use; Pleasingly Scented; Modestly Priced.

For further details ask your Dealer, or write direct to—

**PROFESSIONAL SURVEY BUREAU**

(G. Archanna Morrison, Pres.)

**WEST ROXBURY**

**MASSACHUSETTS**

*"When writing or talking to advertisers, please mention 'THE DENTAL ASSISTANT'—Our advertisers help support our publication, please support them.—Thanks."*



AND

STABILITY <<<< ARE  
IMPORTANT FACTORS  
IN THE SUCCESS  
OF CAST PARTIALS<

**BETTER PARTIALS**

*are always cast of*

**DEEFOUR GOLD**

THOMAS J.  
**DEE & CO.**  
PRECIOUS METALS

55 E. WASHINGTON ST. CHICAGO, ILL.

### FORMULA FOR MOUTH HYGIENE:

A well-designed tooth brush,  
An efficient dentifrice,  
The proper brushing technique,  
A sufficient amount of time.



Careful attention to your patients'  
home care will increase the value  
of your service.



Tooth Powder — Tooth Brushes



**PYCOPE'**  
**Incorporated**

Joplin, Mo.

New York, N. Y.

### Gives Its Users A DOUBLE SERVICE

The steady upward trend of favor enjoyed by Ipana can be traced to the fact that Ipana is an efficient dentifrice that renders its users two valuable services

As a cleansing agent Ipana does its work thoroughly but without injury to even the most delicate enamel.

Used in gum massage in conjunction with brushing the teeth, Ipana aids in toning and strengthening the gum tissues.

**Ipana Toothpaste**

### HYGIENE of the INTESTINE

The regular elimination of waste products is a necessary adjunct to prophylaxis in treating certain oral disturbances.

Calcareous deposits, salivary debris, thick ropy saliva yield to the corrective influence of Sal Hepatica.

Sal Hepatica is a mild effective laxative and eliminant. It follows up the dentists' prophylactic treatment of the "vestibule" with a healthy cleansing of the intestinal tract.

**SAL HEPATICA**

**Bristol-Myers Co.**

New York

"When writing or talking to advertisers, please mention 'THE DENTAL ASSISTANT'—Our advertisers help support our publication, please support them.—Thanks."



## *This Symbol Should Mean Much to You*

You will find it in dental operating rooms and laboratories wherever dentistry is practiced — on dental operating chairs, units, instruments, cements, porcelains, amalgam alloys, precious metals, numerous appliances; in fact, on almost everything used in a dental operating room and laboratory.

It is on instruments perhaps that it will mean most to you. Not very long ago an eminent dentist while speaking to a group of fellow practitioners said, "To find a new instrument which will enable us to do easily what we could never do before does as much good as acquiring some coveted old book, some rare bit of china, or a valuable print—it enriches our practice. Here is such an instrument—an S. S. White Tarno No. 1. I do not hesitate to call it perfect. Note the poise of the whole instrument, the angles at which the blades leave the shaft, the tapering end, the beautiful finish, so that it is a delight to handle. There is a touch of genius in its shapeliness. Here is the quest accomplished."

*A General Catalog of S. S. White Products  
will be mailed upon request*

### **THE S. S. WHITE DENTAL MFG. CO.**

211 South 12th Street      Philadelphia, Pa.

#### **BRANCHES**

New York   Brooklyn   Boston   Chicago   Atlanta  
San Francisco   Oakland   Los Angeles   Duluth  
Minneapolis   St. Paul   Peoria

#### **DISTRIBUTORS**

Paris   London   Toronto   Rio de Janeiro   Sydney



---

*"When writing or talking to advertisers, please mention 'THE DENTAL ASSISTANT'—Our advertisers help support our publication, please support them.—Thanks."*

JOHNSON'S  
**CO-RE-GA**

THE PERFECT  
ADHESIVE for  
DENTURES

Immediate retention is of paramount importance in every full denture case. During the process of adaptation, before the patient has gained proper muscular control, CO-RE-GA is a first aid necessity . . . . .

PLEASE SEND FREE SAMPLES FOR PATIENTS  
TO:  
**CORECA CHEMICAL CO.**  
10412 E. 11th Ave., Ste. 100  
Denver, Colo., U.S.A.  
For Sample, U.S. only

MAIL ORDER FOR YOUR SUPPLY

# IN A GREAT CAUSE

## *Can an Ideal become a Reality?*

For centuries medical and dental science dreamed a dream . . . that man should live a richer, fuller life, that disease with all its suffering, should be banished from the face of the earth.

They pressed forward. Victory followed victory. Today, that ideal draws nearer to fulfillment.

But forces of destruction still oppress the world. War still tramples upon life.

The House of Squibb is in the business of saving life, and enriching life with health. It is natural for us to

hold to the aspiration that there shall be no more war.

That is why we cooperate with World Peaceways in a radio crusade against war. That is why we join with distinguished statesmen, great public personalities, famous singers, instrumentalists, authors and actors in a nationwide broadcast of week programs, dedicated to peace for the world.

We have seen great dreams come true. We firmly believe the great ideal which inspires these programs can become a reality.

We believe that the dental profession, performing a vital role in the service of health, will be keenly interested in listening to these programs.

—E. R. SQUIBB & SONS

**"TO ARMS FOR PEACE!"**

**A RADIO CRUSADE DEDICATED TO PEACE FOR THE WORLD**

Columbia Network—Coast to Coast

THURSDAYS—9:30 P.M. E. S. T.

E

re sh

ce w

crus

ve j

, ga

sing

act

wee

for

s co

at is

ms

pro

in

y in

gra

SO

VOR